

Selectmen's Meeting, Monday, January 4th, 2016 in the Cavendish Town Office Meeting Room at 6:00 PM.

Present: Bob Glidden (Chairman), George Timko, Mike Ripley, Wendy Regier, Jill Flinn, Rich Svec (Town Manager), Bruce McEnaney (Assistant to the Town Manager), Jen Leak (Recording Secretary) and citizens as listed on the attached sheet.

1. Call the meeting to order

Bob Glidden called the budget work session to order at 6 p.m.

2. Review Correspondence

Bob Glidden directed the Select Board members to review correspondence and sign orders at their convenience during the course of the meeting.

3. General discussion of Cavendish Selectmen's Budget development process

Rich suggested that the Select Board move to item #4 since Mike Chamberlain and Tom Battista of the Windsor County Sheriff's Department were present.

Rich said he had already reviewed the budget process at the regular December Select Board meeting so the Select Board could proceed on to item #5 unless there were any questions. There were none.

4. Windsor County Sheriff Mike Chamberlain and Sheriff's Deputy Tom Battista present to discuss Sheriff's Office services under contract with the Town of Cavendish and budgetary considerations for FY 2016-17

Mike and Tom thanked the Select Board for the opportunity to serve Cavendish for the past year. Mike said they will be looking for a small rate increase next fiscal year, increasing the hourly rate from \$47 to \$49 per hour, but keeping the same mileage rate of \$.60 per mile. He said they would increase their patrols if the Select Board wanted to increase their visibility on the back roads, and he encouraged people to let them know about any issues in town.

Rich asked how people could arrange to meet with one of the sheriffs when they need VIN checks done. Mike said they could call the sheriff department in order to schedule directly with them.

Rich said he appreciated the sheriff's presence on the back roads. Mike said they are doing about 7.5 miles per hour of patrolling. He said they will respond to emergency calls when needed, but they do not cover routine complaints.

Mike said a new contract will be mailed to the Town in May, so the Select Board has time to let him know if they want to make any changes to the services the sheriff currently provides. The Select Board thanked Mike and Tom for coming.

5. Board confirmation resolution regarding ERP Grant program activities completed.

Rich reviewed the ERP Grant activities with the Select Board. The Town has purchased Pieter

van Schaik's flood lot property and placed a conservation easement on it. The Town, through the ERP, has also purchased an easement on the Stubelek property, and documented and expanded an existing easement along existing water and sewer lines which pass through this property. Rich said that, when the van Schaik property was surveyed, a discrepancy was found along the boundary with adjacent property owner Jeff Davis, which was then resolved.

Rich said that the attorney for the Vermont River Conservancy asked for a copy of the minutes showing that the Select Board had approved these easements. The minutes approving participation in this grant program did not show explicit approval for the specific property easements. For clarification, Rich said he had a resolution printed out for the Select Board to sign tonight, which he read aloud (see attached).

George Timko moved/Bob Glidden seconded a motion to adopt the resolution regarding the River Corridor Conservation Easement on the former van Schaik properties and confirmation of the authorities of the Town Manager to execute the necessary transfers and easements as required for the ERP activities. All voted in favor.

6. **Work on FY 2016-2017 Selectmen's Budget.**

General Services: Rich explained that the large increase in insurance expenses shown for the constable was due to the Cavendish constable being a certified police officer with full police powers including the ability to carry a weapon, write tickets, etc. A member of the Board asked Rich what the activities of the constable and the schedule and frequency of those activities has been. Rich does not have any reports from the constable as to what he has been doing and stated that, since he does not supervise the constable, he cannot report to the Select Board as to what the constable has done or accomplished. Rich suggested that, since the constable now receives a monthly stipend and does not turn in time sheets, the Select Board could ask him for a monthly activity report.

Rich asked Jill to comment on the animal control budget. He added that the current budgeted amount is \$950, but \$1120 was spent in this category in FY15. Jill said she thought increasing the budget to \$1200-1500 would be appropriate to cover actual costs.

Wendy suggested putting unused emergency management monies into a fund so it could accrue. Rich said he thought a backup generator for the Town Office, as an example, would be a possible good use for such fund monies, since the office serves as a command center during an emergency.

Under the category of **General Services**, page 2 of 2, ***George Timko moved/Bob Glidden seconded a motion to approve the page as requested with the exception of an increase from \$950 to \$1250 for the category of Animal Control. All voted in favor.***

George Timko moved/Mike Ripley seconded a motion to establish an Emergency Management Fund, and to place any unexpended money from the Emergency Management category at the end of each fiscal year into this fund. All voted in favor.

Under the category of **Officers**, page 1 of 1, ***George Timko moved/Mike Ripley seconded a motion to approve the page, with the exception of Town Manager salary and Town Clerk/Treasurer salary, as requested. All voted in favor.***

Under the category of **Office**, page 1 of 3, *Mike Ripley moved/Bob Glidden seconded a motion to approve section (b) as requested. All voted in favor.*

Under the category of **Office**, page 2 of 3, *Bob Glidden moved/George Timko seconded a motion to approve the entire page as requested. All voted in favor.*

Under the category of **Office**, page 3 of 3, *Jill Flinn moved/Bob Glidden seconded a motion to approve the page as requested with the exception of Electric Service which will be discussed at a later date. All voted in favor.*

Under the category of **Elections**, page 1 of 1, *Bob Glidden moved/Mike Ripley seconded a motion to approve the entire page as requested. All voted in favor.*

Under the category of **Bridges**, page 1 of 1, *George Timko moved/Mike Ripley seconded a motion to approve the entire page as requested. All voted in favor.*

Under the category of **Street Lights/Storm Sewers**, page 1 of 1, *Bob Glidden moved/George Timko seconded a motion to approve the entire page as requested. All voted in favor.*

7. Adjourn by 8:00 pm sharp

Rich read an email he had received a short time ago from Margo Caufield expressing concerns she had about the response time of the Ludlow ambulance service for emergencies in town. Mike and Bob explained that firefighters can drive the ambulances if they are short a driver, and that other towns will cover Cavendish, under the mutual aid system, if both Ludlow crews were unavailable. Bob added that some members of both fire departments are currently receiving special EMS related training so they can better respond to scenes in support of the ambulance service. Mike commented that Okemo has a good first aid plan, with people on-site year round to provide first aid, so that Ludlow ambulance mainly provides transportation.

Rich asked Mike Stack, who was present, if he could provide the Select Board with an update on the proposed Cavendish Fire Department truck purchase. Mike said the informational meeting held in November had some issues on legal warning requirements, which were complicated and disputed by those in attendance at that meeting, so the proposed vote by Australian ballot was postponed. Mike has since discussed this issue with the Vermont Secretary of State's office. He said the department would be able to add it as a line item to their annual budget, but he thought it should be a separate vote rather than something that might jeopardize the entire budget. Mike said he is advising the prudential committee to warn and vote on their annual budget without including the proposed new truck. He thought that, after the annual meeting, they would again discuss this purchase and warn for a vote by Australian ballot on that as a bond issue and as a separate item.

George commented that this issue might drive another discussion of merging the Cavendish and Proctorsville Fire Departments. Mike said he thought it would take an independent feasibility study to determine how much, if any, savings a merger might accomplish. Bob said he didn't think a merger would save much money. Mike agreed that fire coverage was a complicated issue.

The Select Board thanked Mike for his comments.

Rich said that the new highway truck chassis, which was ordered from Clark's in September, has

been delivered and was being moved to Iroquois for the body and plow installation. It should be all assembled and ready for pick up by about January 22nd. George asked if the trackless was fixed yet, and Bruce said it is currently being repaired. Bruce added that the trackless needs more regular maintenance than it may have received in the past.

Rich reminded the Select Board that the next budget work session will be on Wednesday, January 6, from 6-8 p.m. and that, due to the regularly scheduled Planning Commission meeting, it will take place in the Town Clerk's office area.

George Timko moved/Mike Ripley seconded a motion to adjourn at 8:03 p.m. All voted in favor.

Minutes Approved: _____

Date: _____